



# STATE OF IOWA

CHESTER J. CULVER, GOVERNOR  
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DEPARTMENT OF HUMAN SERVICES  
CHARLES J. KROGMEIER, DIRECTOR

## INFORMATIONAL LETTER NO. 813

**TO:** All Iowa Medicaid Providers (Excluding Individual CDAC)  
**FROM:** Iowa Department of Human Services, Iowa Medicaid Enterprise (IME)  
**DATE:** June 16, 2009  
**SUBJECT:** Additional Sessions for Annual Provider Training 2009

Earlier this spring the IME invited all Iowa Medicaid providers to a series of training sessions to be held throughout the state of Iowa (Informational Letter 795). Demand for two of the sessions, General Policies and Procedures and Documentation Standards, has been so great that the IME has scheduled additional sessions for those topics. The additional sessions will be held on July 7<sup>th</sup> and 8<sup>th</sup> in Des Moines. Please see the chart below for times and locations.

**General Medicaid Policies and Procedures** is an overview of our program intended for providers who are new to Medicaid or are struggling with basic billing issues. It is not provider-category-specific, so providers can choose to attend the session(s) that best fits their schedule. These sessions cover the following topics:

- \* General Medicaid Policies
- \* Billing information
- \* Claims troubleshooting
- \* Recent and upcoming issues affecting providers
- \* General questions and answers

**Documentation Standards** is a review of the Iowa Administrative Code (IAC) Chapter 79. The information in this session is important to all provider types. Instructors will discuss the documentation required by the IAC.

Handy reference material on all Annual Training topics is already available on our website at: <http://www.ime.state.ia.us/Providers/TrainingSchedule.html>. In addition providers not able to attend any of the live sessions can also access free training module versions of each session topic via the IME Provider homepage (<http://www.ime.state.ia.us/Providers/>) after September 1, 2009.

Listed below are the dates, times, and location of the additional Annual Training sessions. All providers are welcome to attend both morning and afternoon sessions. Please complete the attached Registration Form and then either fax, e-mail or mail the form to the attention of Provider Services. There is no charge for attending these training sessions. These sessions will be held at the Wallace Building Auditorium, 502 East 9<sup>th</sup> St, Des Moines. A parking garage is located to the west of the building.

Day	9 am – 12 pm	1 pm - 3 pm
<b>Tuesday</b> 7/7/09	General Policies & Procedures	Documentation Standards
<b>Wednesday</b> 7/8/09	General Policies & Procedures	Documentation Standards

# Iowa Medicaid Enterprise

## Annual Provider Training 2009

### Registration Form for Additional Des Moines Sessions

Provider Name: \_\_\_\_\_

Provider Number: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Date	Location	Name of Session	Time	Number of Attendees
	Des Moines	General Policies & Procedures	9A-12P	
	Des Moines	Documentation Standards	1-3P	

**Please plan on attending your selections; we will only contact you if we are not able to accommodate your request.**

Please return this registration form to:

Iowa Medicaid Enterprise  
Attn: Provider Services  
PO Box 36450  
Des Moines, IA 50315

- or -

515-725-1155 (Fax)

- or -

[imeproviderservices@dhs.state.ia.us](mailto:imeproviderservices@dhs.state.ia.us)

For questions please contact Provider Services:  
800-338-7909 or 515-725-1004 local to Des Moines